

HOW TO USE THIS GUIDEBOOK

This guidebook is designed to answer questions regarding various regulations and furnish relevant, supplemental information. Although it may appear intimidating due to its size and the number of topics covered, you will find it quite easy to use.

Because of the diversity found in food processing operations, not all chapters of this guide will be applicable to any one company. By completing the "Facility-Assessment Survey," you can create a personal checklist of the pages of the guide that are relevant to your particular business.

LAYOUT OF CHAPTERS

Chapters of the guidebook are subdivided into four distinct parts: Purpose and Applicability of Regulations, Agencies and Their Laws and Rules, the regulation abstracts, and Where to Go For Help.

The "Purpose and Applicability of Regulations" contains an overview of the type of activity that is regulated and the ultimate goal of compliance.

The "Agencies and Their Laws and Rules" cites all of the state and federal statutes and rules related to the particular regulatory program. Some guide owners will find it necessary to obtain actual copies of the regulations cited in this part of the chapter to further their understanding of the requirements. Appendix D gives a more detailed discussion of state and federal statutes and rules, how they are cited, and where you can find them on the Internet.

Following the "Agencies and Their Laws and Rules" part of the chapter are the regulatory abstracts. The abstracts highlight major components of the regulation and give readers an indication of whether or not the regulation is applicable to their facility. When applicable, most regulations require the performance of one or more of the following activities: modify or install equipment, maintain records, train employees, file reports, perform routine maintenance and monitoring, or develop a written plan.

The "Where To Go For Help" section identifies which state and federal agencies and other sources you can contact for additional information about the stated subject. Do not call these entities to obtain copies of the actual regulations. Instead, refer to Appendix D of the guidebook for step-by-step instructions on how to locate laws and rules on the Internet. It's a good idea to access and print the regulations you are questioning prior to calling for help, and have a reference copy nearby when you call.

Whenever possible, the phone number, web site, and list of useful publications associated with the agency or resource are listed. Traditionally, resource information such as this gets placed in an appendix at the back of the book. Because of its importance and value, we placed it at the end of each chapter. The publications listed in "Where To Go For Help" appear throughout the regulatory abstracts.

POLLUTION PREVENTION OPPORTUNITIES

There are many ways to lessen the impact of food processors on the environment while saving money in materials and operating costs through pollution prevention. Chapter 10 of the guidebook is devoted exclusively to pollution prevention opportunities for companies of all sizes.

Food processors can reduce the number of regulations they are subject to by implementing certain techniques and technologies that don't produce waste in the first place.

PHONE BOX

This symbol indicates important telephone numbers and web sites you can access for more information about a particular regulation.



APPENDICES

Government is noted for its use of acronyms, and this guidebook is full of them. Appendix A contains a listing of acronyms used in the guidebook.

Appendix B contains definitions of the various regulated groups of materials referenced throughout the book. These defined terms appear in bold lettering (e.g., **hazardous material-Act 207**).

For enhanced understanding of the regulatory departments, we have included organizational chart of the DEQ in Appendix C. The DEQ district office is often referenced as the place to go for additional information and guidance. A map and phone numbers of the DEQ district offices are included in Appendix C.

Do you wonder what the numbers in front of the decimal point in a state rule citation refer to? Do you need the full text of a regulation your business may be subject to and need it fast? Appendix D unravels the mysteries associated with citing state and federal rules and tells how to locate electronic and hard copies of them. Thankfully, the Internet makes locating regulations an easy task. Key web sites are listed in Appendix D.

Proper management of hazardous materials at a facility requires you to know the various properties of the material. Material Safety Data Sheets (MSDS) contain important information, such as identification of the hazardous ingredients and precautions for safe handling and use. Appendix E explains how to properly read an MSDS.